



USAID | HONDURAS

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Vacancy Announcement USAID FN No. 11-012

Position Title:	Secretary
Full Level of Performance:	FSN PSC - 7
Area of Consideration:	All interested candidates who have the required work and/or residency permits
Location of Position:	Health, Population and Nutrition Office - Tegucigalpa, Honduras
Starting Date:	June 14, 2011
Closing Date:	June 29, 2011
Hours of Work:	Monday through Friday (40 hours per week)

BASIC FUNCTION:

The Administrative Assistant reports directly to the Health, Population and Nutrition Office Chief and provides administrative, logistical and secretarial support to the staff responsible for the USAID/Honduras Health, Population and Nutrition portfolio.

MAJOR DUTIES AND RESPONSIBILITIES:

This job description summarizes the core responsibilities assigned to the position; however, it in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

1. Provides administrative and secretarial support to the US Direct Hires (USDH) and Locally Employed Staff (LES) as assigned in the management and monitoring of the health program. Assistance is provided in the accurate and timely preparation, processing, and follow up of program documentation (i.e. Project Implementation Orders, Project Implementation Letters, Action Memoranda, and other project correspondence along with such support documents as necessary), translations, organizing agendas, drafting welcome and monetization cables, preparing Modified Acquisition and Assistance Request Documents (MAARDs), work order requests, voucher preparation, and forwards calls amongst others.
2. Administers the HPN staff calendars. Schedules and arranges meetings and appointments, reserves meeting rooms, and receives visitors. Arranges meetings with internal Mission staff, government officials, and partners. Arranges travel, including reservations, ticketing, hotels, vehicle requests and other transportation for the Health Office staff, TDYer's, and visitors to post, including the preparation of country clearance cables. Coordinates the responses from the USDH and FSN staff on information requests, funds, and meetings.
3. Organizes internal and external meetings, field trips, VIP visits, and CODELs for the Health programs. Provides coordination assistance with MESA CESAR (health donor table). In addition, manages participation on trainings; responsible for documentation processes and logistical support as needed.
4. Receives and screens mail for the HPN staff, making sure of the correct distribution to the appropriate staff. Assembles background information by retrieving information from the HPN and Records and Correspondence (C&R) files. Reviews all outgoing mail for proper address, routing, and typographical and grammatical errors before forwarding to C&R for distribution, delivering, or mailing.

5. Serves as the File Custodian for the HPN programs. Organizes and maintains the filing system in accordance with USAID guidance. Prepares old records and documents for offsite storage, and ultimate destruction, or forwards to Washington as appropriate. Ensures coding of filed and archived documents meets standards for easy identification, including separation and identification of subject and working files.
6. Serves as the main Time Keeper for HPN staff and maintains and controls the office supplies for the HPN Office.
7. Translates, drafts and edits, in both English and Spanish, official documents, project documentation, which includes spreadsheets and presentations, and other materials.

DESIRED QUALIFICATIONS:

EDUCATION: Completion of secondary school in specialized secretarial or business administration studies.

EXPERIENCE: At least three (3) years of progressively responsible secretarial and administrative experience with management positions.

LANGUAGE: Level III – Good working knowledge in English and Spanish so the incumbent is able to communicate read and understand regulations, instructions and related material concerning the field of work.

KNOWLEDGE: A thorough knowledge of administrative office procedures including operating procedures, correspondence formats, protocol, filing requirements, and other clerical/secretarial actions. Must have a good knowledge of PC software applications such as Windows and MS applications.

SKILLS AND ABILITIES: Excellent communication and interpersonal skills. Tact, diplomacy and discretion are required in order to manage sensitive information of the HPN programs and when dealing with Ministers, very high level Government of Honduras (GoH) officials, implementing partners and other donor country representatives. Must have excellent organization skills and be able to work with others as part of a team. Ability to obtain, organize, and present data in a logical manner is required. Ability for doing and understanding basic arithmetic in order to prepare routine vouchers, purchase orders and Modified Acquisition and Assistance Request Documents (MAARD) for the HPN programs.

Additional selection criteria: *The selected applicant will have to satisfy the requirements of a preemployment medical and security clearance. Compensation will be in accordance with the Local Compensation Plan (LCP). In addition to a generous benefits package, monetary compensation ranges from L216,045.00 to L.367,277.00 per year. The initial appointment may be at a lower grade than advertised if no suitable applicant possesses the qualifications listed above.*

Qualified applicants should submit their résumé in English to USAID/Honduras no later than **Wednesday June 29, 2011**. Applications can be sent by mail to: USAID/Honduras EXO/PER, P.O. Box 3453; by e-mail to: secretaryhpn@usaid.gov; or by fax to: 2236-7776. Please ensure the application makes reference to the Vacancy Announcement number or PositionTitle mentioned in this announcement.

Mike de la Rosa
Executive Officer